

Advancement Handbook for Photographer's Mate

This Advancement Handbook was last revised on: December 1998

PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Photographer's Mate rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the "*Exam Expectations*" section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

Prepared by
Navy Advancement Center Department,
Naval Education and Training Professional
Development and Technology Center

CONTENTS

PARTS		PAGE
1	Advancement Handbook for PH3.....	1-1
2	Advancement Handbook for PH2.....	2-1
3	Advancement Handbook for PH1.....	3-1
4	Advancement Handbook for PHC.....	4-1
Appendix 1	References Used in This Advancement Handbook	A-1

Part 1

Advancement Handbook for PH3

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Imaging
A <i>skill</i> you are expected to perform from the General Skill Area above:	Produce still photographs using the correct film and filter combination
<i>Knowledge</i> you should have to perform this skill:	Identify the types and uses of films and filters to include: <ul style="list-style-type: none">• Contrast• Correction• Light balancing• Conversion• Color compensating• Special purpose
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the use of contrast, correction, light balancing, conversion, color compensating, and special purpose filters to create a desired effect.

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Imaging
A <i>skill</i> you are expected to perform from the General Skill Area above:	Demonstrate the use of stop motion and selective focus techniques using various camera formats
<i>Knowledge</i> you should have to perform this skill:	Identify various focusing systems and the importance of subject focus within a scene using: <ul style="list-style-type: none">• Small format cameras• Medium format cameras• Large format cameras• Camera controls
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about similarities and differences among the various categories of camera formats. You also can expect questions on the advantages and disadvantages of each camera format when combining aperture and shutter speeds to control depth of field, panning with a moving object, and using stop motion techniques to produce a specific effect.

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Imaging
A <i>skill</i> you are expected to perform from the General Skill Area above:	Produce a formal portrait, group portrait, and passport photograph using the appropriate background, lighting, and lighting ratios best suited for the subject
<i>Knowledge</i> you should have to perform this skill:	Identify equipment, lighting sources, and techniques to include: <ul style="list-style-type: none">• Camera and lenses• Backgrounds• Lights and accessories• Posing and composition• Fundamental lighting• Corrective techniques
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about individual, formal and group portraits; full length and passport photos; studio equipment; and corrective techniques and treatments.

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Imaging
A <i>skill</i> you are expected to perform from the General Skill Area above:	Shoot documentary and investigative photos
<i>Knowledge</i> you should have to perform this skill:	Recognize the methods used for documentary and investigative photography to include: <ul style="list-style-type: none">• Fire and arson photography• Aircraft accident investigation• Record keeping
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about working with an investigator. You also should expect questions about angles of view; supplementary lighting; close-ups; choice of camera, lens, and film; and accuracy of identification information.

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Imaging
A <i>skill</i> you are expected to perform from the General Skill Area above:	Shoot equipment damage and quality deficiency report photographs to illustrate damage and scale
<i>Knowledge</i> you should have to perform this skill:	Identify the equipment and methods, such as <ul style="list-style-type: none">• Camera format• Types of lighting• Technique• Preparation• Exposure
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the equipment needed and the techniques used to document deficiency and damaged equipment, such as using painted, tent, or mirror-reflected light, establishing the correct exposure, and setting-up the correct background to display an exploded view composition.

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Imaging
A <i>skill</i> you are expected to perform from the General Skill Area above:	Shoot overlapping photographs of terrain, ships, channels, etc., in support of intelligence photography collection
<i>Knowledge</i> you should have to perform this skill:	Identify the basic principles used in intelligence-gathering photography to include: <ul style="list-style-type: none">• Films• Types of coverage• Ships• Aircraft• Ports
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the purpose of intelligence and reconnaissance photography from ships, aircraft, and ports; the primary films best suited to document a subject; and types of shots required for intelligence coverage purposes.

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Imaging
A <i>skill</i> you are expected to perform from the General Skill Area above:	Take light meter readings and set flash unit to produce a 3:1 ratio syncro-sun photograph
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the proper techniques used in producing images with electronic-flash units to include:</p> <ul style="list-style-type: none"> • Lighting and lighting ratios • On and off camera flash • Bounce flash • Syncro-sunlight • Multiple-flash units
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions pertaining to factors that remain constant when using an electronic flash unit, taking effective meter readings, controlling illumination intensities when combined with sunlight to achieve a desired lighting ratio, and controlling the correct exposure when using multiple light sources.

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Imaging
A <i>skill</i> you are expected to perform from the General Skill Area above:	Shoot uncontrolled action and slate motion media film
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the equipment, procedures, and techniques used when shooting motion media video to include:</p> <ul style="list-style-type: none"> • Equipment • Supplies • Scheduling personnel • Lighting • Tripods • Panning • Slating
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about assignments and techniques required to provide video control and coverage when shooting moving subjects or uncontrolled action, preparation of a shooting outline, types of tripods, handheld shots, pans, and use of a slate to document motion media coverage.</p>

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Imaging
A <i>skill</i> you are expected to perform from the General Skill Area above:	Shoot distortion corrected photographs of buildings and structures
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize equipment and techniques used for photographing buildings and structures to include:</p> <ul style="list-style-type: none"> • View cameras • Corrective photography • Architectural photography
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the basic controls, functions, and operation of the view camera in controlling vertical and horizontal distortion when taking pictures of buildings for the purpose of documenting construction progress, illustration, inspection, or survey. You also can expect questions on ambient and artificial lighting characteristics, lens types, and camera viewpoint when shooting for detail in public interiors or exterior structures.</p>

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Imaging
A <i>skill</i> you are expected to perform from the General Skill Area above:	Produce images using electronic and optical imaging means
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize the basic principles of motion video, such as</p> <ul style="list-style-type: none"> • Key terms • Recording systems • Motion-picture cameras, video cameras, camcorders, and monitors • Shot variety • Composition • Recording graphics
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about fundamental terminology pertaining to motion media photography. You also can expect questions about various recording systems and their format types; exposure calculations; and types of recording systems, such as analog, digital, composite and component. Additionally you can expect questions on shot varieties to include primary, secondary, and tertiary movement; the rules of composition; basic sequencing; the role of continuity; the four types of screen direction; and how to light and record graphics correctly.</p>

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Imaging Support
A <i>skill</i> you are expected to perform from the General Skill Area above:	Annotate imaging products
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize Navy imaging facilities' administrative procedures to include:</p> <ul style="list-style-type: none"> • Number slides, negatives, and prints • Mark original products for filing
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700 • Naval Imaging Program (NAVIMP) Policy and Responsibilities, OPNAVINST 5290.1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about security markings required for classified photographic products; local filing procedures; marking products using DVIAN and VIRIN codes; and forwarding procedures for preaccessioning film, prints, and motion media products.</p>

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Imaging Support
A <i>skill</i> you are expected to perform from the General Skill Area above:	Cut and sort film and prints
<i>Knowledge</i> you should have to perform this skill:	Recognize the characteristics of positive and negative materials to include: <ul style="list-style-type: none">• Roll negative strips• Cutting and marking procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the finished photographic product, such as the correct cutting, identification, and numbering of negative and positive roll film, the use of glassine and plastine preservers to protect cut roll negatives, and the recommended storage containers for finished prints.

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Imaging Support/Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare captions and data sheets for imaging products for forwarding and release
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize the basic principles of caption writing and the procedures for preparing video/film data sheets to include:</p> <ul style="list-style-type: none"> • Explanation of the subject • Identification of persons in the picture • Details of background information • Credit lines • Identification of scenes • Editing values
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the five W's of caption writing, proper voice and verb tense when describing action, and how to determine the amount of background information. Additionally, you can expect questions about explaining the action in a photograph, the four methods of identifying the action, and writing credit lines. You also can expect questions about the purpose of identifying video/film shots and the screening values afforded during the video/film editing process.</p>

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Imaging Support
A <i>skill</i> you are expected to perform from the General Skill Area above:	Mount prints and slides
<i>Knowledge</i> you should have to perform this skill:	Identify the methods to mount prints and slides, such as <ul style="list-style-type: none"> • Exhibition and display • Mounting • Matting • Wet and dry mounting • Slide mounting
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about preparing the print for display, such as using a suitable sized mounting material, print placement on mounting or matte boards, and the different types of adhesives recommended and those that should be avoided when mounting prints. You also can expect questions about manually mounting slides using either plastic or cardboard and how to determine a proper mount before projection.

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Mix prepackaged photographic chemicals following chemical safety precautions
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the procedures and recognize the safety precautions required in chemical mixing to include:</p> <ul style="list-style-type: none"> • Chemical storage • Mixing containers • Weights and measures • Chemical mixing rules • Chemical safety
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about all facets of photographic chemical storage; unmixed and mixed chemicals; prepared solutions; mixing containers and associated equipment, such as graduates, thermometers, hydrometers, pH meters, and mixers. You can expect questions about weights and measures and their relationship to chemical mixing; the importance of following chemical mixing rules in maintaining solution accuracy, preventing chemical contamination, and ensuring personal safety.</p>

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Set up chemicals and process black-and-white negatives and positives by hand
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize functions of the solutions and the procedures used to process light-sensitive materials to include:</p> <ul style="list-style-type: none"> • Developers • Types of black-and-white developers • Fixing, washing, and drying • Film processing equipment • Processing methods • Reversal processing
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about all phases in the process of chemical development, such as developing agent composition; the four types of black-and-white developers; indications for replenishment; the functions, actions, and composition of an acid stop bath; the purpose of proper washing; and the prevention of negative defects. You also can expect questions about hand processing sheet, black-and-white roll, and reversal film. Additionally you can expect questions about darkroom processing equipment, such as types of safe lights, tanks, trays, and film-washing equipment.</p>

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor replenishment rates and process black-and-white negatives and positives by machine
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the advantages and disadvantages of machine processing to include:</p> <ul style="list-style-type: none"> • Rotary drum processor • Roller transport processor • Water flow rates • Solution levels • Replenishment • Dryer temperatures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the advantages and disadvantages of using automated equipment, such as the Image Maker and roller transport type processors for processing negative and positive materials. You also can expect questions on how to determine the transport speed and wash water and solution temperatures; monitor the replenishment levels and flow rates; and adjust the drying cabinet for ideal temperature and humidity conditions.</p>

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Produce black-and-white prints of normal contrast and density by hand and machine
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the procedures and equipment used to produce black-and-white prints to include:</p> <ul style="list-style-type: none"> • Contact printing • Exposing and processing prints • Projection printing • Enlargers • Test prints • Creative controls • Processing defects
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the equipment and procedures used to produce contact and projection-type prints. You also can expect questions about selecting the correct filter, exposing and processing a test print, differentiating between condenser and diffusion enlargers, making enlarger and easel adjustments, and controlling contrast by changing filters. You also can expect questions on composition, cropping, dodging, burning-in, vignetting, diffusing, distortion control, and the common defects found in black-and-white prints.</p>

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Operate automatic color printers
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize the basic principles and equipment used in color printing, such as</p> <ul style="list-style-type: none"> • Principles of color • Color enlargers • Printing color negatives • Making color print • Standard negatives • Color print processing • Automated printers
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about-the color process and the light primaries, such as knowing the differences between the additive and subtractive primaries. You can expect questions on making color prints from color negatives; types of enlargers; corrective filters; voltage regulators; subtractive printers (dichroic filtration) and additive printers (CP filters); procedures for setting up the enlarger; composing; and establishing or modifying the basic filter pack.</p>

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Produce high contrast and continuous tone black-and-white negatives and positives from originals
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize equipment, film, and lighting techniques used for copying line and continuous tone originals to include:</p> <ul style="list-style-type: none"> • Copy terminology • Copy equipment • Films • Lighting • Exposure
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700 • Photo Lab Index
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the process of copying various types of originals under varied conditions, such as the reproduction of line originals and continuous tone originals; the types of cameras, lenses, and copyboard recommended as primary equipment; and principle types of lighting– tungsten, fluorescent or electronic flash. You also can expect questions on the film selection when copying a specific type of original, originals with defects, or when using special applications and infrared. Expect questions on the elements to consider when lighting an original, controlling reflection, and determining exposure factors when you calculate exposure when using a combination of light sources, film speed, filter factors, and the object-to-image ratio or camera bellows extension.</p>

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Maintenance
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform scheduled and unscheduled maintenance on imaging equipment and submit appropriate documentation
<i>Knowledge</i> you should have to perform this skill:	<p>Identify potential problems through preventive maintenance before the equipment becomes inoperable by using the following:</p> <ul style="list-style-type: none"> • Work center PMS manuals • Maintenance Requirement Cards • Periodicity codes • Inactive equipment maintenance • Equipment guide lists
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Ships' Maintenance and Material Management (3-M) Manual, OPNAVINST 4790.4, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the process required for completing assigned maintenance of equipment within a photographic work center; the terminology and location of items, such as LOEPs, MIPs, and MRCs; how to interpret cycle, quarterly and weekly schedules and their periodicity codes; the number of items to include on an EGL; under what circumstances an item is placed in an EIM status; how to report both fully accomplished and unaccomplished PMS checks.</p>

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Environmental Control
A <i>skill</i> you are expected to perform from the General Skill Area above:	Properly dispose of spill containment and used photographic chemicals
<i>Knowledge</i> you should have to perform this skill:	<p>Identify photographic chemical composition for proper disposal procedures to include:</p> <ul style="list-style-type: none"> • Material Safety Data Sheets • Environmental issues • Disposition of hazardous materials
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700, • Environmental and Natural Resources Program Manual, OPNAVINST 5090.1, Chapter 9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the requirements and responsibilities of handling and reporting photographic chemical spills, chemical storage and disposal, toxicological properties to include the guidance and procedure for each specific chemical solution located on the corresponding Material Safety Data Sheets when working with both stock solutions or concentrates. You also can expect questions on the regulation for local containment of HAZMAT in compliance with EPA standards and the procedures to neutralize and clean up photographic chemical spills using all safety precautions.</p>

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Comply with copyright and reproduction requirements
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the conditions of using copyrighted materials to include:</p> <ul style="list-style-type: none"> • Copyright protection • Fair use • Copy restrictions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700, • Permission to use Copyrighted Materials in the Department of the Navy, SECNAVINST 5870.5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about copyright, such as the forms of protection provided by U.S. laws concerning works of original authorship, rights and limitations to others to authorize use, including photographs. You also can expect questions concerning the uses of original works fixed in a tangible form and works that have not been fixed in a tangible form; securing a copyright; expiration of copyright protection; and works produced by the U. S. government. You can expect questions about recognizing the principles of “fair use” and copy restrictions located in Title 18 of the United States Code concerning limitations and permissible methods when copying money, stamps, and checks and bonds.</p>

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain the job order log and prepare and submit photographic job orders
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize administrative procedures used in Navy imaging facilities for</p> <ul style="list-style-type: none"> • Job control • Job order logs • Job order forms
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700 • Naval Imaging Program (NAVIMP) Policy and Responsibilities, OPNAVINST 5290.1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the administrative techniques required when manning the job control desk, such as maintaining an accurate job order log book, the ability to track photographic jobs and their status within the facility accurately, how to complete and assist customers in completing photographic work requests correctly, and verify their accuracy and completeness according to OPNAVINST 5290.1.</p>

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Comply with security requirements
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize security procedures used in Navy imaging facilities to include:</p> <ul style="list-style-type: none"> • Safeguarding all classified information • Security classifications • Marking classified imaging products • Physical security • Destruction of classified materials • Security areas
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700 • Department of the Navy Information Security Program Regulation, OPNAVINST 5510.1, Chapters 3 and 10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on the standard operating procedures for accessing and handling classified materials in the performance of duty based on clearance levels and need to know. You can expect questions about proper classification markings for identifying original and derivative materials, such as film, transparencies, prints, and motion media products; protecting classified material from unauthorized disclosure; meeting physical security requirements; methods of destruction for classified photographic waste; the three types of security areas and different levels of security sensitivity.</p>

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Quality Assurance
A <i>skill</i> you are expected to perform from the General Skill Area above:	Check film and prints for stains, scratches, and proper density
<i>Knowledge</i> you should have to perform this skill:	Identify the characteristics of high-quality negatives to include: <ul style="list-style-type: none"> • Quality processing • Density • Exposure effects • Negative defect causes
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on assessing a good, high-quality negative, such as the characteristics to consider when evaluating quality: negative density; highlight and shadow areas; tonal range of grays; graininess, its causes, and how to determine inherent graininess or overdevelopment or overexposure. You can expect questions about detecting from the appearance of the film various causes of negative defects and the remedies.

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Quality Assurance
A <i>skill</i> you are expected to perform from the General Skill Area above:	Check prints for proper borders and image size
<i>Knowledge</i> you should have to perform this skill:	Identify the methods used in projection printing, such as <ul style="list-style-type: none">• Enlarging procedure• Enlarger and easel adjustments
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the enlarging procedure, such as the proper insertion of a negative in a negative carrier to ensure proper seating in the enlarger; setting the paper guides or masking on an easel to form various border sizes; using the correct lens and film size combination; and adjusting the image size on the easel for the desired composition.

Advancement Handbook for PH3

General PH <i>Skill Area</i>	Quality Assurance
A <i>skill</i> you are expected to perform from the General Skill Area above:	Produce, process, and read sensitometric control strips and plot results on control charts
<i>Knowledge</i> you should have to perform this skill:	Recognize the equipment and the methods used to monitor photographic processes to include: <ul style="list-style-type: none">• Sensitometers• Densitometers• Process control charts and control strips
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about preventing chemical processing defects by monitoring the photographic process through a set of standards expressed in numbers using sensitometers to produce a control strip (both 21- and 11-step tablets). You also can expect questions about control strips that are processed and read on a densitometer and plotted on a control chart.

Part 2

Advancement Handbook for PH2

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Imaging
A <i>skill</i> you are expected to perform from the General Skill Area above:	Shoot uncontrolled motion footage
<i>Knowledge</i> you should have to perform this skill:	<p>Identify equipment, supplies, and logistical concerns required for shooting uncontrolled video footage</p> <ul style="list-style-type: none"> • Prepare schedule • Arrange transportation • Prepare and test camera equipment • Preposition camera crewmembers
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about shooting assignments and the skills required to provide video coverage when shooting moving subjects or uncontrolled action. Topics include camera operation and troubleshooting, shot selection, scripting and screen direction.</p>

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Imaging
A <i>skill</i> you are expected to perform from the General Skill Area above:	Plan and shoot aerial stills and motion media
<i>Knowledge</i> you should have to perform this skill:	Identify the categories, types and methods used in aerial photography to include: <ul style="list-style-type: none">• Categories – vertical, oblique, air to air• Types – pinpoint, strip, mosaic, stereo• Methods – hand held, TARPS
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about shooting assignments and skills required to provide aerial photography using still and motion media. You also can expect questions on the differences between the various categories, types and methods and why each one is used.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Imaging
A <i>skill</i> you are expected to perform from the General Skill Area above:	Record images from various monitors
<i>Knowledge</i> you should have to perform this skill:	Identify the techniques used to record images from various monitors to include: <ul style="list-style-type: none">• Equipment used to photograph monitors• Exposure calculation• How to photograph radarscopes and other screens and monitors
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the techniques used to record images from various types of monitors including radarscopes and computer monitors. You will be questioned on the proper use of tripods, shutter speeds and f/stops. You will need to know why controlling screen brightness is important.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Imaging
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and submit picture stories for media release
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize the six steps required in developing a picture story as follows:</p> <ul style="list-style-type: none"> • Develop the idea • Research the subject • Plan the treatment • Prepare the shooting script • Shoot photographs • Write the text and cutlines
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about preparing and submitting picture stories for media release. You can expect questions about where to look for ideas and how to do research. You need to know how the six questions (who, what, when, where, why and how) contribute to your script, and how to determine the scope of your story.</p>

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Duplicate black-and-white negatives
<i>Knowledge</i> you should have to perform this skill:	Identify the equipment, procedures, and techniques used in duplicating black and white negatives.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning duplication of black and white negatives including the types of copiers, how to handle the material being copied, and how to determine exposure.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process color negatives
<i>Knowledge</i> you should have to perform this skill:	Identify the chemicals used in color negative processing and the function of each of the following: <ul style="list-style-type: none">• Color developer• Bleach• Fixer• Stabilizer
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about color negative film processing and the chemistry used in the process.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process color positives
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the chemicals used in processing color positives and the function of each of the following:</p> <ul style="list-style-type: none"> • First developer • Reversal bath • Color developer • Prebleach • Bleach • Fixer • Stabilizer
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about color positive film processing and the chemistry used in the process.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Select filters for printing color
<i>Knowledge</i> you should have to perform this skill:	Identify the types of filters used in color printing to include: <ul style="list-style-type: none">• Color printing (CP)• Color compensating (CC)• Dichroic filters
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the selection of filters used in printing color.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Print color prints on projection enlarger
<i>Knowledge</i> you should have to perform this skill:	Identify the different types of enlargers and equipment used in color printing to include: <ul style="list-style-type: none">• Additive and subtractive printers• Color temperature• Voltage regulation• Filter pack• Standard negative• Color analyzer
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the types of enlargers and equipment used in color projection printing. You will be expected to answer questions regarding the effects color temperature and fluctuations in voltage have during color printing.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Print color transparencies
<i>Knowledge</i> you should have to perform this skill:	Identify the techniques used in making color prints from transparencies to include: <ul style="list-style-type: none">• Reversal color paper• Dye destruction process
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect question on making color prints from transparencies using Ektachrome 22 reversal color paper or the Cibachrome dye destruction process.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Read and evaluate color negatives using on-easel color analyzers
<i>Knowledge</i> you should have to perform this skill:	Identify the techniques for operating on-easel color analyzers for color printing to include: <ul style="list-style-type: none">• Reading standard negative• Reading production negative• Spot measurements• Integrated measurements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the purpose and operation of on-easel analyzers for color printing.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Establish master filter packs for printing color negatives
<i>Knowledge</i> you should have to perform this skill:	Recognize how to modify master filter packs using additive or subtractive printers and enlargers to include: <ul style="list-style-type: none">• Additive primaries• Subtractive primaries• Additive printers• Subtractive printers
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the master filter pack and how to modify it using additive or subtractive printers and enlargers.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform start-up and shutdown procedures on automated processing equipment
<i>Knowledge</i> you should have to perform this skill:	Identify the proper steps required for the start-up and shutdown of automatic processors to include: <ul style="list-style-type: none">• Film processors• Print processors• Minilabs
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the proper start-up and shutdown of automatic processing equipment including film and print processors as well as minilab systems.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Program automatic printers for printing color negatives
<i>Knowledge</i> you should have to perform this skill:	Identify the proper procedures for programming automatic printers for printing color negatives using: <ul style="list-style-type: none">• Roll paper printers• Minilab systems
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on procedures for programming automatic printers for printing color negatives including maintenance requirements, print volume capability, and operation.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Duplicate color slides and negatives
<i>Knowledge</i> you should have to perform this skill:	Identify the equipment and procedures for duplicating color slides and negatives to include: <ul style="list-style-type: none">• Handling of slides and negatives to be duplicated• Exposure• Color balance
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning duplication of color slides and negatives including the types of copiers, how to handle the material being copied, and how to determine exposure and color balance.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Produce color negatives from slides
<i>Knowledge</i> you should have to perform this skill:	Identify the equipment and procedures for producing color negatives from slides to include: <ul style="list-style-type: none">• Handling of slides to be duplicated• Exposure• Color balance
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the production of color negatives from slides including the types of copiers, how to handle the material being copied, and how to determine exposure and color balance.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Produce slides of pictures, charts, etc.
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the procedures for copying, including:</p> <ul style="list-style-type: none"> • Copy terminology • Copyright laws • Copy restrictions on money, checks, bonds and stamps • Equipment • Lighting • Film
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the procedures for producing copy slides including terminology; copyright laws; restrictions on copying money, checks, bonds and stamps; copy equipment; lighting and film.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Process and Reproduction
A <i>skill</i> you are expected to perform from the General Skill Area above:	Opaque negatives and positives
<i>Knowledge</i> you should have to perform this skill:	Identify the techniques used to opaque negative and positive material.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on techniques used to opaque negative and positive material.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Maintenance
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform basic trouble shooting procedures
<i>Knowledge</i> you should have to perform this skill:	Identify the steps taken and documentation used in basic troubleshooting to include: <ul style="list-style-type: none">• Troubleshooting equipment• Detecting malfunctions• Troubleshooting tables• Electrical diagrams
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on basic troubleshooting including troubleshooting equipment, detecting malfunctions, trouble shooting tables and electrical diagrams.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Environmental Control
A <i>skill</i> you are expected to perform from the General Skill Area above:	Operate silver recovery units for proper collection and monitor silver concentrate in effluent
<i>Knowledge</i> you should have to perform this skill:	<p>State the purpose of the precious metals recovery programs and identify the equipment and procedures used in the silver recovery process to include:</p> <ul style="list-style-type: none"> • Environmental issues • Obtaining silver recovery supplies and equipment • Electrolytic plating • Metallic replacement • Silver recovery from film and paper
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You will be expected to answer questions about the silver recovery program; how to obtain silver recovery equipment; and the methods used to recover silver from film, paper and solutions.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Quality Assurance
A <i>skill</i> you are expected to perform from the General Skill Area above:	Inspect prints and screen negatives for content and quality
<i>Knowledge</i> you should have to perform this skill:	Identify steps taken to assure quality photographic products to include: <ul style="list-style-type: none">• Specify quality standards for the process• Evaluate the process to ensure the standards of quality are being maintained• Identify the cause of substandard quality and eliminate them from the photographic process
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the steps required to ensure the quality of negatives and prints produced in a photographic laboratory.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Quality Assurance
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor chemical and water tank temperatures
<i>Knowledge</i> you should have to perform this skill:	Identify the procedures used in monitoring chemical and water tank temperatures using the manufacturer's recommendations.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on determining and monitoring chemical and water tank temperatures and the effects temperature has on processing.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Quality Assurance
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor chemical mixing procedures
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the proper procedures for determining and monitoring chemical mixing procedures such as:</p> <ul style="list-style-type: none"> • Chemical storage • Testing equipment • Types of mixers and mixing procedures • Containers and labels • Accuracy of measurement • Cleanliness • Chemical safety and safety precautions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You will be expected to answer questions on all aspects of chemical mixing and safety procedures to be followed when working with photographic chemicals.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Quality Assurance
A <i>skill</i> you are expected to perform from the General Skill Area above:	Analyze photochemical solutions and take specific gravity readings
<i>Knowledge</i> you should have to perform this skill:	Identify the equipment and procedures used to analyze photochemical solutions and take specific gravity readings to include: <ul style="list-style-type: none">• Containers• Thermometers• Hydrometer• pH meter
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You will be expected to answer questions concerning the equipment and procedures required to analyze photochemical solutions and take specific gravity readings using a hydrometer.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Quality Assurance
A <i>skill</i> you are expected to perform from the General Skill Area above:	Construct process control charts
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the indicators of a process control chart to include:</p> <ul style="list-style-type: none"> • Gamma • High and low density • Speed point • Gross fog • Upper and lower limit lines • Normal pattern. • Trend • Run • Jump • Out of control point
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You will be expected to answer questions about the different points of a process control chart, what they mean, and how to determine if a process is in or out of control limits. You can expect questions on how to keep a process in control.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Quality Assurance
A <i>skill</i> you are expected to perform from the General Skill Area above:	Take pH reading and plot results
<i>Knowledge</i> you should have to perform this skill:	Identify the proper procedure for taking pH readings to include: <ul style="list-style-type: none">• pH meter• pH values
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the pH meter and pH values.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Quality Assurance
A <i>skill</i> you are expected to perform from the General Skill Area above:	Construct time-versus-gamma charts and family-of-characteristic curves
<i>Knowledge</i> you should have to perform this skill:	Identify the process for constructing characteristic curves and how characteristic curves are used in producing time-gamma charts to include: <ul style="list-style-type: none">• Analyzing characteristic curves• Gamma
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on characteristic curves and how a family of curves is used to produce time-gamma charts.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Quality Assurance
A <i>skill</i> you are expected to perform from the General Skill Area above:	Analyze characteristic curves for specific film and process conditions
<i>Knowledge</i> you should have to perform this skill:	Identify sections of the characteristic curve to determine speed, contrast, latitude and useful exposure range for specific films: <ul style="list-style-type: none"> • Toe section • Straight line section • Shoulder section
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the different sections of the characteristic curve; and how they are used in determining effective speed of the emulsion, contrast, latitude, and the useful exposure range of films.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare letter of transmittal; properly package and ship photographic materials; prepare and caption photographic file cards
<i>Knowledge</i> you should have to perform this skill:	Identify the proper procedures for preparing letters of transmittal, shipping photographic materials, and captioning photographic file cards.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning letters of transmittal, shipping photographic materials for accession into the national archives, and providing captions for photographic file cards.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Inventory and set high and low limits for photographic materials
<i>Knowledge</i> you should have to perform this skill:	Identify maximum and minimum levels of stock required to support the mission of your unit.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on setting limits for when to order supplies.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare requisitions and turn-in documents for photographic materials
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the proper forms used for requisition and turn in of supplies and equipment to include:</p> <ul style="list-style-type: none"> • DD Form 1348 • DD Form 1250-1 • DD Form 1250-2 • DD Form 1149
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the proper use of forms for requisition and turn in of supplies and equipment for your photo lab.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain operational target (OPTAR) log for photographic supplies
<i>Knowledge</i> you should have to perform this skill:	Identify and maintain OPTAR log for photographic laboratory.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on maintaining an OPTAR log.

Advancement Handbook for PH2

General PH <i>Skill Area</i>	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain photographic equipment custody records
<i>Knowledge</i> you should have to perform this skill:	Identify and maintain photographic equipment custody records to include: <ul style="list-style-type: none">• Custody cards• Inventory of controlled equipment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on maintaining custody records for controlled equipment assigned to a photographic facility.

Part 3

Advancement Handbook for PH1

Advancement Handbook for PH1

General PH Skill Area	Imaging Support
A <i>skill</i> you are expected to perform from the General Skill Area above:	Advise customers of imaging capabilities and products
<i>Knowledge</i> you should have to perform this skill:	Identify photo lab services, capabilities, and standard operating procedures to include: <ul style="list-style-type: none"> • Customer assistance • Limitations and alternatives • Communication • Forms to be completed
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Navy Customer Service Manual, NAVEDTRA 12972
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on how to effectively communicate and deal with customers in a photo lab.

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Environmental Control
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor silver recovery process
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the equipment and procedures used in the silver recovery process to include:</p> <ul style="list-style-type: none"> • Environmental issues • Obtaining silver recovery supplies and equipment • Precious metals recovery program • Security
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Advanced), NAVEDTRA 12701 • NAVSUPINST 4580.23, Navy Precious Metals Program (PMP)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the precious metals recovery program, monitoring the silver recovery process, and the importance of the silver recovery process to the Navy and the environment.

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Update status boards
<i>Knowledge</i> you should have to perform this skill:	<p>Identify procedures for tracking progress of all photographic assignments in the lab using:</p> <ul style="list-style-type: none"> • Photographic Job Control • Job Order Log • Visual Information Job Order Form (OPNAV 5290/1)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on keeping the status of photographic assignments up to date.

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare equipment status reports
<i>Knowledge</i> you should have to perform this skill:	Identify reports required to state operational status of photographic equipment.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Ships' Maintenance Material Management (3-M) Manual, OPNAVINST 4790.4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the reports required to indicate the status of photographic equipment.

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Initiate survey requests for accountable imaging equipment
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the procedures for surveying accountable imaging equipment to include:</p> <ul style="list-style-type: none"> • Survey procedures • DD Form 200 • Investigations
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on all aspects of initiating and investigating a survey report.

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Compile production data for required reports
<i>Knowledge</i> you should have to perform this skill:	Identify required visual information (VI) reports to include: <ul style="list-style-type: none"> • Visual Information Annual Activity Report (DD 2054/1) • Audiovisual (AV) Production and Library Report (DD 2054/2) • Visual Information Production Request, Evaluation, and Approval (DD 1995-2)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Naval Imaging Program (NAVIMP) Policy and Responsibilities, OPNAVINST 5290.1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on reports required in the operation of a visual information facility.

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Quality Assurance
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor photographic products for content and quality; perform quality assurance inspections
<i>Knowledge</i> you should have to perform this skill:	<p>Determine quality assurance standards for a photographic laboratory as follows:</p> <ul style="list-style-type: none"> • Specify quality standards • Evaluate the process to ensure standards are maintained • Identify and eliminate causes of poor quality
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700 • Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning quality assurance standards to ensure customer satisfaction.

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Management and Supervision
<i>A skill</i> you are expected to perform from the General Skill Area above:	Evaluate operational capabilities and performance
<i>Knowledge</i> you should have to perform this skill:	Identify capabilities and performance level of personnel and equipment assigned to a photographic laboratory.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on determining the capabilities of personnel and equipment at a visual information facility.

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Supervise a camera crew
<i>Knowledge</i> you should have to perform this skill:	Identify the requirements to successfully complete photographic assignments.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the responsibilities of a camera crew supervisor to include determining equipment and personnel requirements, performing camera checks, preparing shooting scripts, making shooting assignments, and reviewing still and motion footage.

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Schedule preventative maintenance on imaging equipment and accessories
<i>Knowledge</i> you should have to perform this skill:	Identify the requirements for preventative maintenance. <ul style="list-style-type: none">• Maintenance Requirement Cards• Cycle, quarterly, weekly maintenance schedules
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Ships' Maintenance Material Management (3-M) Manual, OPNAVINST 4790.4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning scheduling preventative maintenance for a photographic laboratory.

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Supervise the operation and handling of imaging equipment and accessories
<i>Knowledge</i> you should have to perform this skill:	Identify operating procedures for equipment used in a photographic laboratory to include: <ul style="list-style-type: none">• Chemical and personnel safety• Equipment operating procedures• PMS requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the proper operation and handling of imaging equipment and accessories.

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Supervise a production section
<i>Knowledge</i> you should have to perform this skill:	Identify personnel and equipment capabilities for a production section to include: <ul style="list-style-type: none">• Shooting crew• Processing and printing• Quality control
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on all aspects of supervision required for a production section of a photographic facility.

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate planning for hand-held aerial photography missions
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the requirements for hand-held aerial photography assignments to include:</p> <ul style="list-style-type: none"> • Weather conditions • Type of aircraft • Camera selection • Film and exposure • Safety
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about planning hand-held aerial photographic missions. Test questions include all areas of hand-held aerial photography, such as weather, film types, and exposure; and how they affect picture clarity; how aircraft types affect freedom of movement, camera selection, and safety precautions.</p>

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Instruct personnel in operation and techniques of imaging equipment and accessories
<i>Knowledge</i> you should have to perform this skill:	Identify training objectives for photographic lesson plans on basic photographic techniques.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Manufacturers' instruction books• Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the operating procedures for photographic imaging equipment and associated accessories. You will be questioned about start-up and shutdown procedures and maintenance.

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Instruct personnel in preventive maintenance of imaging equipment and accessories
<i>Knowledge</i> you should have to perform this skill:	Identify training objectives for photographic lesson plans on Planned Maintenance System (PMS).
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> Ships' Maintenance Material Management (3-M) Manual, OPNAVINST 4790.4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the proper operation of PMS within the work center to include the objective of PMS, maintenance responsibilities, and scheduling.

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Instruct personnel in practical photographic techniques
<i>Knowledge</i> you should have to perform this skill:	Identify training objectives for photographic lesson plans on basic photographic techniques.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on training photo lab personnel on basic photographic techniques, such as camera operation, composition techniques, and lighting (indoor/outdoor available light and electronic flash).

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Instruct personnel in photographic and environmental safety procedures
<i>Knowledge</i> you should have to perform this skill:	Identify training objectives for photographic lesson plans on environmental safety concerns.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700 • Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning all aspects of safety procedures in a photographic facility, such as electrical and chemical safety, environmental issues, and hazardous materials.

Advancement Handbook for PH1

General PH <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Instruct personnel in photographic security procedures
<i>Knowledge</i> you should have to perform this skill:	Identify training objectives for photographic lesson plans for safeguarding classified information and photographic equipment in a photographic laboratory.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning all aspects of security, such as who has the authority to classify material, classification markings on imaging products, disclosure of classified material, protective measures for photo labs, destruction of classified material, storing classified material, and visitor control in security areas.

Part 4

Advancement Handbook for PHC

Advancement Handbook for PHC

General PH <i>Skill Area</i>	Imaging
A <i>skill</i> you are expected to perform from the General Skill Area above:	Plan photographic evolutions of time critical, special interest items
<i>Knowledge</i> you should have to perform this skill:	Identify the steps required to plan photographic coverage of time critical, special interest items to include: <ul style="list-style-type: none"> • Set priorities • Make assignments • Coordinate with customer • Quality control
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700 • Photography (Advanced), NAVEDTRA 12701 • OPNAVINST 5290.1, Naval Imaging Program (NAVIMP) Policy and Responsibilities
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on fitting time critical assignments into the normal routine and assuring the customer is presented with a quality product.

Advancement Handbook for PHC

General PH <i>Skill Area</i>	Environmental Control
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor environmental control procedures and compliance with Precious Metals Program
<i>Knowledge</i> you should have to perform this skill:	<p>Identify environmental control procedures and ensure compliance with precious metal recovery program to include:</p> <ul style="list-style-type: none"> • Environmental issues • Silver recovery technology • Precious metals recovery program • Obtaining silver recovery supplies and equipment • Security
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Advanced), NAVEDTRA 12701 • NAVSUPINST 4570.23, Navy Precious Metals Program (PMP) • OPNAVINST 5090.1, Environmental and Natural Resources Program Manual
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You will be expected to answer questions covering environmental controls and all aspects of the Precious Metals Program. Questions will cover PMP policy and procedures, recovery methods, and chain of command responsibilities.

Advancement Handbook for PHC

General PH <i>Skill Area</i>	Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor photographic security program
<i>Knowledge</i> you should have to perform this skill:	<p>Implement security programs as they apply to photographic facilities to include:</p> <ul style="list-style-type: none"> • Program management • Classification management • Accounting and control • Personnel security
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulation
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning all aspects of security for a photographic facility.

Advancement Handbook for PHC

General PH <i>Skill Area</i>	Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review equipment status reports
<i>Knowledge</i> you should have to perform this skill:	Identify reports required to state operational status of photographic equipment, such as Current Ship's Maintenance Project (CSMP)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Ships' Maintenance Material Management (3-M) Manual, OPNAVINST 4790.4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the reports required to indicate the status of photographic equipment. You will be questioned on the importance of keeping the photo lab operational status up to date and how it may affect command readiness.

Advancement Handbook for PHC

General PH <i>Skill Area</i>	Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor status boards
<i>Knowledge</i> you should have to perform this skill:	Identify procedures for tracking progress of all photographic assignments in the lab to include: <ul style="list-style-type: none"> • Photographic Job Control • Job Order Log. • Visual Information Job Order Form (OPNAV 5290/1)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700.
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on keeping the status of photographic assignments up to date and on the importance of the status board in the photo lab.

Advancement Handbook for PHC

General PH <i>Skill Area</i>	Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify compliance with copyright requirements
<i>Knowledge</i> you should have to perform this skill:	<p>Identify restrictions governing copyright to include:</p> <ul style="list-style-type: none"> • What is copyright? • What is/is not protected? • How long does copyright protection last? • Works of the U.S. government • Fair use principle • Copy restrictions • Paper money, checks and bonds • U.S. and foreign postage stamps • Title 18, U.S. Code, Section 481
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700 • OPNAVINST 5290.1, Naval Imaging Program (NAVIMP) Policy and Responsibilities
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions covering all aspects of regulations concerning copyright and how they apply to Navy photography.

Advancement Handbook for PHC

General PH <i>Skill Area</i>	Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review requests for technical assistance
<i>Knowledge</i> you should have to perform this skill:	Identify the capabilities of a photographic facility in providing technical assistance.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• OPNAVINST 5290.1, Naval Imaging Program (NAVIMP) Policy and Responsibilities.
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning providing technical assistance in support of internal and external requests.

Advancement Handbook for PHC

General PH <i>Skill Area</i>	Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate imaging missions with other activities
<i>Knowledge</i> you should have to perform this skill:	Identify customer requirements and how a photographic facility can best fill those needs.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Advanced), NAVEDTRA 12701 • OPNAVINST 5290.1, Naval Imaging Program (NAVIMP) Policy and Responsibilities
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning coordination between your photographic facility and your customers as well as other photo facilities and inter-service tasking.

Advancement Handbook for PHC

General PH <i>Skill Area</i>	Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and submit imaging reports
<i>Knowledge</i> you should have to perform this skill:	<p>Identify required visual information reports such as:</p> <ul style="list-style-type: none"> • Visual Information (VI) Annual Activity Report (DD 2054/1) • Audiovisual (AV) Production and Library Report (DD 2054/2) • Visual Information Production Request, Evaluation and Approval (DD 1995-2)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5290.1, Naval Imaging Program (NAVIMP) Policy and Responsibilities
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning reports required in the operation of a visual information facility. You can expect questions concerning when reports are due and to whom.

Advancement Handbook for PHC

General PH <i>Skill Area</i>	Quality Assurance
A <i>skill</i> you are expected to perform from the General Skill Area above:	Insure compliance with photographic quality assurance (QA) and photographic quality control (QC) programs
<i>Knowledge</i> you should have to perform this skill:	Identify quality assurance standards for a photographic laboratory as follows: <ul style="list-style-type: none"> • Specify quality standards • Evaluate the process to ensure standards are maintained • Identify and eliminate causes of poor quality
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700 • Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning quality assurance standards to ensure customer satisfaction.

Advancement Handbook for PHC

General PH <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Supervise an imaging division
<i>Knowledge</i> you should have to perform this skill:	Recognize supervisory techniques required to ensure the proper operation of a photographic facility.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Advanced), NAVEDTRA 12701 • OPNAVINST 5290.1, Naval Imaging Program (NAVIMP) Policy and Responsibilities
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the operation of an imaging division. You will be questioned on supervision of personnel as well as photographic assets.

Advancement Handbook for PHC

General PH <i>Skill Area</i>	Management and Supervision
<i>A skill</i> you are expected to perform from the General Skill Area above:	Supervise and monitor imaging training programs
<i>Knowledge</i> you should have to perform this skill:	Identify techniques and procedures used in planning and conducting imaging training programs to include: <ul style="list-style-type: none"> • Scheduling training • Supervising training sessions • Maintaining training records for photo lab personnel
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Basic), NAVEDTRA 12700 • Photography (Advanced), NAVEDTRA 12701
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the management of imaging training programs for photographic facilities.

Advancement Handbook for PHC

General PH <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor photographic and environmental safety procedures
<i>Knowledge</i> you should have to perform this skill:	Identify overall administrative, organizational and training aspects of the NAVOSH program to ensure conservation of natural resources.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5100.19, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat, Volumes I and II • OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Program Manual • OPNAVINST 5090.1, Environmental and Natural Resources Program Manual
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions to cover all aspects of the NAVOSH program and environmental safety pertaining to photographic facilities. Questions will cover major hazard specific programs, surface ship safety standards and the environmental and natural resources program.

Advancement Handbook for PHC

General PH <i>Skill Area</i>	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare photographic Operational Target (OPTAR) budget
<i>Knowledge</i> you should have to perform this skill:	Identify the requirements for preparing an OPTAR budget.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• NAVSO P-3006, Financial Management of Resources
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You will be tested on the requirements for preparing and maintaining an OPTAR budget for a photographic facility.

Advancement Handbook for PHC

General PH <i>Skill Area</i>	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Determine imaging equipment and supply requirements and coordinate procurement
<i>Knowledge</i> you should have to perform this skill:	<p>Identify imaging equipment required and methods of procurement, such as:</p> <ul style="list-style-type: none"> • General Services Administration (GSA) • DoD Consolidated Federal Supply Catalog 6700IL • National Stock Number (NSN) • Requisition forms
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Advanced), NAVEDTRA 12701 • NAVSO P-3006, Financial Management of Resources
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You will be expected to answer questions concerning the Navy supply system. You will be questioned on procedures for obtaining equipment and supplies for use in a photographic facility.

Advancement Handbook for PHC

General PH <i>Skill Area</i>	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Update Aviation Consolidated Allowance List (AVCAL) and Coordinated Shipboard Allowance List (COSAL)
<i>Knowledge</i> you should have to perform this skill:	Identify equipment requirements for a photographic facility using AVCAL and COSAL.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Photography (Advanced), NAVEDTRA 12701 • NAVSO P-3006, Financial Management of Resources • Aviation Consolidated Allowance List (AVCAL) • Coordinated Shipboard Allowance List (COSAL)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You will be expected to answer questions pertaining to equipment allowances for a photographic facility as outlined in AVCAL and COSAL.

Appendix 1

References Used in This Advancement Handbook

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
PH3	NAVEDTRA 12700	Photography (Basic)		Note 1
	OPNAVINST 4790.4	Ships' Maintenance and Material Management (3-M) Manual	3	Note 2
	OPNAVINST 5090.1	Environmental and Natural Resources Program Manual	9	Note 2
	OPNAVINST 5290.1	Naval Imaging Program (NAVIMP) Policy and Responsibilities		Note 2
	OPNAVINST 5510.1	Department of the Navy Information and Personnel Security Program Regulation	3 and 10	Note 2
	SECNAVINST 5870.5	Permission to Copy Materials Subject to Copyright		Note 2
		Photo Lab Index		Note 4
PH2	NAVEDTRA 12701	Photography (Advanced)		Note 1
PH1	NAVEDTRA 12972	Navy Customer Service Manual		Note 1
	NAVSUPINST 4570.23	Navy Precious Metals Program (PMP)		Note 1
PHC	NAVSO P-3006	Financial Management of Resources		Note 1
	OPNAVINST 5100.19	Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat, Volumes I & II		Note 2

	OPNAVINST 5100.23	Navy Occupational Safety and Health (NAVOSH) Program Manual		Note 2
	SPCCINST 4441.120A	Coordinated Shipboard Allowance List (COSAL)		Note 3

LEGEND:

Note 1 – To order, MILSTRIP to Naval Inventory Control Point (NAVICP), Philadelphia, PA or via INTERNET – <http://www.nll.navsup.navy.mil>

Note 2 – Available via INTERNET – <http://neds.nebt.daps.mil/>

Note 3 – Letter request to Commanding Officer, Navy Ships Parts Control Center, 5450 Carlisle Pike, P. O. Box 2020, Mechanicsburg, PA 17055-0788

Note 4 – Photo Lab Index, Morgan and Morgan, Inc., 145 Palisade Street, Dobbs Ferry, N.Y. 10522